



Byrne Formula Grant Application
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## BUDGET ITEMIZATION

Project: <i>Drug Task Force Officer Program</i>	Applicant:
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[illegible]

## Byrne Formula Grant Application

### BUDGET NARRATIVE

Project: ***Drug Task Force Officer***

Applicant:

#### SUBGRANT MATCH:

A. Total Federal Dollars Requested: \$ \_\_\_\_\_.

B. Divide by 3.

C. Equals - Total Cash Match Required: \$ \_\_\_\_\_.

D. Match Source:

_____	State Funds	Amount: \$ _____
_____	County Funds	Amount: \$ _____
_____	Local Funds	Amount: \$ _____
_____	County Incentive Funds	Amount: \$ _____
_____	United Way	Amount: \$ _____
_____	Charitable Foundation	Amount: \$ _____
_____	Other (please describe)	Amount: \$ _____
_____		

#### BUDGET NARRATIVE:

**BYRNE FORMULA GRANT PROGRAM**  
**DRUG TASK FORCE OFFICER PROGRAM**  
**PERSONNEL CERTIFICATION**

We, the undersigned, certify that the Byrne Formula Grant funds that are being accepted for a Drug Task Force Officer Program will be utilized to: (please check the one allowable area to which funds will be applied)

- \_\_\_\_\_ a. hire a new police officer to become the drug task force officer.
- \_\_\_\_\_ b. hire a new police officer to backfill the vacancy left by an experienced police officer becoming the drug task force officer. Any hours worked outside the scope of the police officer's regular workweek hours shall be considered overtime and paid to the police officer through town or other funding sources unrelated to this grant program.
- \_\_\_\_\_ c. add overtime of part-time or full-time police officers to backfill the vacancy left by an experienced police officer becoming the drug task officer.

Payment of overtime expenses for the drug task force officer for drug task force duties are paid separately from this grant and should not be charged to the Byrne Formula Grant subgrant. Those expenses should be submitted separately to James Norris, Commander of the NH Drug Task Force, for reimbursement.

\_\_\_\_\_  
Head of Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Officer

\_\_\_\_\_  
Date

**BYRNE FORMULA GRANT PROGRAM**  
**GUIDELINES AND CONDITIONS**  
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I, the below-named individual, on behalf of the below-named agency (hereinafter referred to as “subgrantee”), am legally authorized to submit and accept grants on behalf of the applicant agency, and hereby certify that the grant program outlined in this application package, if funded by Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant (Byrne Program) funds, will adhere to the following guidelines and conditions:

1. The subgrantee assures that it will comply with the regulations, policies, and guidelines to satisfy requirements of the Byrne Program pursuant to Title I of the Omnibus Crime Control and Safe Street Act of 1968, 42 U.S.C. 3711 et. seq.
2. The subgrantee agrees to adhere to the financial and administrative requirements as set forth in the current edition of the Office of Justice Programs “Financial Guide”.
3. The subgrantee agrees to implement this project within ninety (90) days following the grant implementation date (stated on page 1 of the application) or be subject to automatic cancellation of the grant. Evidence of project implementation must be outlined in the first quarterly federal expenditure report.
4. The subgrantee assures that federal funds received for this grant program will not be used to supplant State and local funds that would otherwise be available for the program’s purpose. The subgrantee further assures that the Byrne Program grant funds will be expended only for purposes and activities covered by the subgrantees approved application.
5. The subgrantee agrees to provide information on the program supported with Byrne Program grant funds as requested by the United States Department of Justice and the New Hampshire Department of Justice, Grants Management Unit and to retain grant-related documentation for three (3) years after the close of the grant award period.
6. The subgrantee authorizes representatives from the United States Department of Justice and the New Hampshire Department of Justice to access and examine all records, books, papers, and/or documents related to this Byrne Program. Further, the subgrantee agrees to submit to performance monitoring visits by the New Hampshire Department of Justice and/or the United States Department of Justice on a periodic basis.
7. The subgrantee agrees to maintain detailed time and attendance records for any part-time personnel positions funded with Byrne Program grant funds. The subgrantee agrees to maintain payroll records for any full-time personnel positions funded with Byrne Program grant funds.

**BYRNE FORMULA GRANT PROGRAM**  
**GUIDELINES AND CONDITIONS**  
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8. The subgrantee agrees that all Byrne Program grant funds will be expended on Byrne Program allowable activities. The subgrantee must obtain prior written approval from the New Hampshire Department of Justice in order to make any changes in program activities, designs, budget plans or the grant start and ending dates, which were set forth in the subgrantee's application.

9. Equipment purchased with Byrne Program grant funds shall be listed by the subgrantee on the agency inventory. The inventory must include the item description, serial number, cost, location, and percentage of federal Byrne Program grant funds.

10. The subgrantee agrees that the title to any equipment purchased with Byrne Program funds will revert back to the New Hampshire Department of Justice, Grants Management Unit, when it is no longer being used for criminal justice purposes for which it was acquired.

11. The subgrantee agrees to provide for an annual audit of the Byrne funded program. Byrne Program funds will only pay its prorated share of the audit. This prorated share is the percentage of the Byrne Program grant award compared to the total agency budget. The audit shall be conducted in accordance with OMB Circular No. A-133 (revised 06/24/97). A copy of the completed audit report and management letters shall be sent to the New Hampshire Department of Justice, Grants Management Unit, annually. If the subgrantee is not required to perform an audit under the revised version of OMB Circular No. A-133, but an audit is still performed, the subgrantee agrees to provide a copy of said audit and management letters to the New Hampshire Department of Justice, Grants Management Unit.

12. The subgrantee and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC 3789 (d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title II of the Americans With Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39.

13. The subgrantee assures that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing against the subgrantee on the grounds of race, religion, national origin, sex, age, or disability, a copy of the finding will be submitted to the New Hampshire Department of Justice, Grants Management Unit for forwarding to the Office of Civil Rights for the Office of Justice Programs.

**BYRNE FORMULA GRANT PROGRAM**  
**GUIDELINES AND CONDITIONS**  
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14. The subgrantee agrees to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility Form (I-9). This form is to be used by the subgrantee to verify that persons employed by the subgrantee are eligible to work in the U.S.

15. The subgrantee assures that no Federal appropriated funds have been paid or will be paid, by or on behalf of the subgrantee, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the subgrantee shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

16. Grants are funded for the grant award period noted on the grant award document. No guarantee is given or implied of subsequent funding in future years.

17. Repayment of this grant may be required if the subgrantee receives a state or federal forfeiture, which exceeds the amount of the grant award.

18. Pursuant to 23 USC §§402, 403 and 29 USC §668, the subgrantee agrees to encourage on-the-job seat belt policies and programs for their employees and contractors when operating company-owned, rented, or personally owned vehicles.

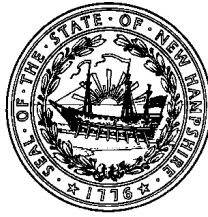
19. All materials publicizing or resulting from award activities shall contain an acknowledgment of the awarding agency assistance. An acknowledgment of support shall be made through use of the following or comparable footnote: "This project was supported by Award No. 2003-DB-MU-0033 awarded by the Bureau of Justice Assistance, Office of Justice Programs and administered through the New Hampshire Department of Justice."

20. Any publications (written, visual or sound), whether published through Federal grant funds or matching funds, shall contain the following statements: "This project was supported by Grant No. 2003-DB-MU-0033 awarded by the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice.

Head of Agency \_\_\_\_\_ Date: \_\_\_\_\_

Financial Officer \_\_\_\_\_ Date: \_\_\_\_\_

DEPARTMENT OF JUSTICE  
STATE OF NEW HAMPSHIRE



CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION  
LOWER TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR §67.510, Participants' responsibilities. The intent of this Order was to ensure that no recipient of federal funds had been restricted from conducting business with the federal government due to any of the causes listed in 28 CFR §67.305 and 28 CFR §67.405.

By signing this document, you are certifying that neither your agency, nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any transaction by any Federal department or agency.

If you are unable to sign this certification, you must attach an explanation to this certification.

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Name and Title of Head of Agency

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Signature

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Date

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Name and Address of Agency